

**Subject:** SPHWF 2018 Renewal Assessment Data for LA County  
**From:** Rick Scott <rick.scott@lacity.org>  
**Date:** 06/15/2017 07:36 AM  
**To:** San Pedro Historic Waterfront PBID <lparker@sanpedrobid.com>  
**CC:** Dennis Rader <dennis.rader@lacity.org>, Rosemary Hinkson <rosemary.hinkson@lacity.org>, Eugene Van Cise <eugene.vancise@lacity.org>, Rita Moreno <rita.moreno@lacity.org>, Mario Montez <mario.montez@lacity.org>, Garen Yegparian <garen.yegparian@lacity.org>

Lorena,

Please have your data person prepare and submit the BID's 2018 renewal assessment data to be placed on the County's Tax rolls:

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns.

Government owned parcels (if any) are to be included on a separate sheet and same format in the same Excel file as non-government owned parcels.

**Note that the database must be formatted as follows:**

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**
- **No dashes in the parcels numbers**
- **No hidden rows or columns**
- **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at [Dennis.Rader@lacity.org](mailto:Dennis.Rader@lacity.org).

If you have any questions, please contact Dennis Rader at [\(213\) 978-1120](tel:2139781120).

Thank you.

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— Attachments: —

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SP Historic Waterfront 2018 County Submittal Template.xlsx

13.9 KB